	ORDER FOR	SUPP	LIES OR	SERVI	CES				PAG	GE 1 OF		
1. CONTRACT/PURCH, ORDI	ER/ 2. DELIVERY ORDER/O	CALL NO.	3. DATE OF ORI	DER/CALL	4. REQ./ P	URCH. REQ	UEST NO.	<del></del>	5. PRIORI			
AGREEMENT NO.	2010		00001404		4 104004	11000100						
USZA22-02-D-0014	0019		2002May31		1361002	21260100						
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U.S. SPECIAL OPERA	TIONS COMMAND/SOAL-K 21-5323	954 GAI	MA CLEARWA 9 KOGER BLV DSEN BLDG., PETERSBUR	X O	8. DELIVERY FOB  X DEST OTHER  (See Schedule if other)							
9. CONTRACTOR												
SVERDRUP TECHNOL				<u> </u>		2003 ISCOUNT T	May30		SMALL			
5340 W. KENNEDY BI	VD					Days	EKMS		SMALL DISADVANTAGED			
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TAMPA FL 33609  13. MAIL INVOICES TO THE ADDRESS IN  See Basic Contract - Section G												
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MACDILL AFB FL 33621										NTIFICATION JMBERS IN		
	4	CKS 1 AND 2.										
16. DELIVERY/	X This delivery order/call is issued on anoth	er Govt. agen	cy or in accordance	with and su	bject to terms a	nd condition	s of above number	red contr	act.			
OF PURCHASE	Reference your quote dated						Furnish the fo	llowing	on terms specifi	ed herein.		
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NAME OF CONTR	ACTOR .	SIGNATU	RE		•	TYPED N	AME AND TI	TLE		DATE SIGNED		
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See Schedule												
18. ITEM NO.	19. SCHEDULE OF SUPP	LIES/ SER	VICES		20. QUAN ORDE ACCE		21. UNIT	22. UI	NIT PRICE	23. AMOUNT		
	SEE SCHEDUL	_E										
* If quantity accepted by the Go	vernment is same as				J			25	. TOTAL	\$266,249.20		
quatity ordered, indicate by X. I quantity accepted below quantity					CONTRACTIN	G/ORDERI	NG OFFICER	29	FFERENCES			
26. QUANTITY IN COLU				27. SHII	P NO.	28. DO V	OUCHER NO	20				
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36. I certify this account is	correct and proper for payment.			COMPLETE				. CHECK N	CHECK NUMBER			
DATE	SIGNATURE AND TITLE OF CE	ERTIFYIN	G OFFICER	PARTIAL FINAL 3				35	5. BILL OF LADING NO.			
37. RECEIVED AT	38. RECEIVED BY		RECEIVED 'MMMDD)	40. TOT	ΓAL NTAINERS	41. S/R #	ACCOUNT N	O. 42	S/R VOUCHER NO.			

DD Form 1155, JAN 1998 (EG)

PREVIOUS EDITION MAY BE USED.

Sverdrup Technology Unified and Special Operations Command

## Cost Proposal - SOIO IN Financial Support

CLIN 0001 Labor (T&M)

	Labor Category	Site	Hours	Unit	Rate	Extended
	Principal Acquisition Spec. Sr. Budget/Financial Analyst	On On	1880 1880	Hrs Hrs	\$71.91 \$61.68	\$135,190.80 \$115,958.40
	Total Labor					\$251,149.20
CLIN 0002 Materials	(Cost Reimbursable)		1	LO		\$100.00
CLIN 0003 Local Trav	vel (Cost Reimbursable)		1	LO		\$15,000.00
CLIN 0007 Technical	Data		1	LO	١	<b>I</b> SP
Grand Total						\$266,249.20

## **SPECIAL INSTRUCTIONS**

All deliverables under this task order which are not clearly called out in the statement of work with specific performance requirements shall be issued to the contractor's Task Leader in the form of a written document issued by the Contracting Officer Representative (COR). The contractor shall document performance, hours, and costs, and the date of delivery of the draft or final deliverable in accordance with the contract data requirements listing.

## ACCOUNTING AND APPROPRIATION DATA

AA: 5723400 302 5201 ISN600 040000 59200 31336F 525700 F25700

1J610021260100

AMOUNT: \$266,249.20

## STATEMENT OF WORK (SOW) RESOURCE PLANNING, PROGRAMMING, AND BUDGETING SUPPORT FOR USSOCOM

resource planning, programming, and budgeting support to the USSOCOM  The anticipated schedule of performance is from 1 May 2002 through 30 April 2003.
2.0 Applicable Documents. Documents associated with this SOW are identified in numerous DOD and USSOCOM regulations and procedures. Other documents associated with this SOW are specifically identified in the SOW.
3.0 Requirements. The contractor shall provide non-personal technical/administrative support, technical/systems analysis, review, planning, general staff support, research, review and evaluation, documentation preparation, and production services. Emergencies, close out periods and meeting suspenses, extended hours during nights and weekends may be required. Due to the nature of the ongoing support provided to SOIO-BA it is expected that this is a long-term task and will require contractor support through 30 September 2002.
3.1
t. (A003 – Presentation Material, A004 – Technical Report)
3.1.1.1
The contractor shall support the earliest phase of the process by conducting an in-depth analysis of the various drafts released for comment. The contractor will develop and document a set of recommended USSOCOM inputs to the document for internal USSOCOM staffing  The contractor will also work closely with the USSOCOM organizations that receive to ensure their understanding and interpretation of the document's contents.
3.1.1.2 The contractor shall break down the key elements of the instructions for developing and submitting its annual and submitting its annual submitted and begin to develop format templates for the various exhibits required for the completed submission. These templates will be provided and explained to those USSOCOM organizations requesting The contractor will analyze and provide recommendations for refinement of the upfront processes and procedures to ensure they will work closely
with these organizations as they proceed through the six-month process of documenting their resource requirements. The contractor will conduct and administer a series of Integrated Product Team (IPT) meetings aimed at getting the key players together in a collaborative forum to communicate and explain guidance, provide periodic status updates, and ultimately provide the decision forum for the required exhibits. As the finalized USSOCOM proceeds through the internal deliberations proceeds, the contractor will provide support as required, to include preparing staff packages with

supporting documentation, providing expert consultation on staff questions, and developing presentations for senior managers involved in the approval process.
3.1.1.3 The contractor shall research and prepare the poverview presentation that is given to the Air Force and participate in the various meetings and conferences supporting the internal Air Force review of its claimants. The contractor will work closely with all involved to ensure that Command's proceeds smoothly through the process that culminates in the Air Force submission to when developing draft SOWs, the contractor will work with users and other technical experts to develop and/or support the preparation of a thorough draft SOW for
3.1.1.4 The contractor shall monitor progress through to include the technical experts on the swell as the five functional managers. The contractor will also provide expert technical advice, staff Command responses to follow-up questions and document any changes/updates
3.1.2 The contractor shall provide technical support and assistance for USSOCOM's participation in the process to address community issues that require attention. The contractor will provide expert technical support throughout the process to include identification of USSOCOM issue inputs, monitoring all phase of the process to assist the USSOCOM with staying proactively involved, and then supporting USSOCOM's internal coordination process on the final set of issues. The contractor will continue to monitor and report on the progress of up to the point where the wraps up its activities
3.1.3 The contractor shall provide expert-level advice and consultation during all phases of the Command's POM process. From interacting with SOAL and supporting integrated concept team (ICT) meetings and presentations, the contractor will help ensure the Command's are properly resourced and supported during the POM process.
3.1.4 The contractor shall provide and database support as required to ensure USSOCOM's resources are accurately reflected in the database.
3.1.4.1 The contractor shall load a new version of software (historically 2-3 times per year) and run a complete set of reports to ensure software works.
3.1.4.2 Four times each year  - Load (Database Receive) and archive the new database position  - Run a complete set of reports on all the ECs, projects, and records  - Compare differences between current and previous position  - Identify discrepancies to Air Force/
3.1.4.3 During  the contractor shall:  - Update records to reflect the funded SOCOM program for the FYDP  - Create new projects as required  - Move dollars and manpower resources between records to align with correct project

<ul> <li>Create Database Export and Audit Trail Export to submit to Air Force.</li> <li>Produce full set of reports for submission</li> </ul>
3.1.5 The contractor shall review government-provided documents, to include statements of work, operational requirements documents, mission need statements, and other USSOCOM strategic planning process documents for accuracy, clarity, content, conformance to standards, approach, and suitability for the intended purpose.
3.2 Budget and Cost Support
3.2.1 The contractor shall support the preparation of required budget exhibits (CJB, P-series and R-series) IAW the DOD 7000 series directives and SORR instructions. The contractor will research and analyze life cycle cost estimates (LCCE), trade studies, and cost benefit analyses. (A004 – Technical Report)
3.2.2 The contractor shall make the required updates and prepare the full set of established reports for review and follow-up. Once issues are resolved and the database finalized, the contractor will prepare the final set of reports that will document the USSOCOM final resource position for In addition, the contractor will research and prepare Command position papers for senior management use during the series of VTCs with which culminates in the fina VTC with program manager. (A004 – Technical Report)
3.2.3 As the DCI/DoD budget staff reviews the documentation, the contractor shall prepare for the issuance of draft documents by these budget staff. The contractor will monitor to ensure adequate warning time, and ther support the development and coordination of recommended USSOCOM positions in response to the draft positions. The contractor will interface with all USSOCOM functional experts to include the acquisition community, assessment director staff, and the USSOCOM requirements and budget personnel to ensure a fully staffed and coordinated USSOCOM position is developed and articulated to the CMS and DoD budget staffs.
3.2.4 The contractor shall support development of the Congressional Budget Justification Books (CBJB) and the TIARA-specific Congressional Justification Books (CJB) inputs. The contractor will closely coordinate with in developing the program modules, reviewing the modules for accuracy adherence to and provide follow-up answers to on the modules.
3.3 Funds Execution Support
3.3.1 The contractor shall review for technical accuracy/completeness all document packages for Air Force Forms 9, MIPRs, FCAs, MORDs, or IMPAC Card Funding Authorizations.
3.3.1.1 The contractor shall use automated tools to provide the customer with an up-to-date status of Form 9s, MIPRs, FCAs, MORDs, and IMPAC authorizations/expenditures. The contractor will maintain the status through document initiation, USSOCOM coordination, funds commitment, funds

obligation/contract award, funds expenditure, item receipt, and delivery to user.

- Document the changes in the Reason field

- Create projects and records for New Initiatives

- Ensure no change to bottomline total for dollars and manpower

3.3.3.2 The contractor shall develop a budget status briefing each week for presentation management. (A003 - Presentation Material) 3.3.3 The contractor shall research and analyze budget reports containing current funding targets commitments, and total obligations in government format, fund targets, and program financial audit trails and make recommendations for follow-up/corrective action to 3.3.3.1 The contractor shall collect and analyze program funding information from activities receiving MFP-3 or MFP-11 and/or other appropriations that are administratively controlled by external organizations on a monthly basis (or as required). 3.3.3.2 The contractor shall compare/reconcile targets loaded for distribution within PBAS with official OSD Comptroller documents and the USSOCOM President's Budget. Based on this reconciliation, the contractor will propose recommended program changes to take full advantage of available resources. 3.3.4 The contractor shall support USSOCOM procedures for preparing and staffing Command Unfunded Requirements (UFRs) for both MFP-11 to provide and explain submission guidance and procedures and review and provide feedback on draft submissions to ensure an optimized, supportable package in forwarded for funding consideration. 3.4 Related Support 3.4.1 The contractor shall provide expert review and provide drafts for technical data, documentation, and related information. The contractor will tailor to databases, spreadsheets, and graphics to display Government-provided information, and prepare spreadsheets and other presentation materials to summarize the results of the various phases of the resource management process. (A004 – Technical Report) 3.4.2 The contractor shall develop and refine processes and formats for researching and documenting Command positions for presentation as senior management forums. 3.4.3 The contractor shall attend meetings, report results, and assist with follow-up action item closure as required. 4.0 Deliverables: The contractor shall complete all tasks and submit the required deliverables to the Government within the period specified by the Government. The contractor will submit status reports IAW the attached DD Forms 1423. (A001 – Monthly Status Report, A002 – Quarterly Status Report)

6.0 Travel: Contractor personnel performing the work of this SOW may be required to travel to Government and contractor facilities, both within the CONUS and OCONUS, to participate in various

compliance with appropriate regulations, directives, specifications, and standards.

5.0 Acceptance: The Contracting Officer's Representative (COR) based on the recommendation from the Performance Monitor will accept the contractor's work under this SOW. The Performance Monitor will evaluate the deliverables for correctness, completeness, sufficiency of technical content, and

conferences, project reviews, technical surveys, and system test/evaluations. Travel will be coordinated with the government in advance of the travel and reimbursed to the contractor.

7.0 Security: Security will be in accordance with attached DD254. Contract team ir dividuals supporting this task

8.0 Release Of Information: All technical data provided to the contractor by the Government will be protected from public disclosure IAW the markings contained thereon and the limitation on release contained in FAR Part 3. Additionally, all information related to the items delivered or the services performed under this SOW will not be disclosed by any means without prior approval of the authorized representative of the Contracting Officer.

DEPARTMENT OF DEFENSI											
CONTRACT SECURITY CLASSIFICATION		N									
(The requirements of the DoD Industrial Security Manual ap	ply to all security	aspec	cts of								
this effort.)											
	IV E I - 1	7	THE OF		able)						
2. THIS SPECIFICATION IS FOR: (X and complete as app.	licable)	3. I	a. ORIGINAL (Complete date in		Date (YYMMDD)						
USZA22-02-D-0014 Task Order 0019					02 06 01						
b. SUBCONTRACT NUMBER			b. REVISED (Supersedes all previous specs)	Revision No.	Date (YYMMDD)						
c. SOLICITATION OR OTHER NUMBER DUE DATE	E (YYYYMMDD)		c. FINAL (Complete Item 5 in a	Date (YYMMDD)							
4. IS THIS A FOLLOW-ON CONTRACT? YES	<del></del>	·	complete the following								
Classified material received or generated under <u>USZA22-02-D-xxxx</u> is transferred to this follow-on contract  5. IS THIS A FINAL DD FORM 254?  YES NO If Yes, complete the following:											
	Х		·								
In response to the contractor's request dated	, retention	of the o	classified material is authorized for	or the period of							
6. CONTRACTOR (Include Commercial and Government Entity (CA											
a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CC	DE	c. COGNIZANT SECURITY	OFFICE (Name, Add	dress, and Zip Code)						
Syerdrup Technology, Inc.	096A3		Defense Security Service								
5340 W. Kennedy Blvd, Suite 300			Southeast Region	050							
Tampa, FL 33609			2300 Lake Park Drive, Suite Smyrna, GA 30080-7606	250							
7. SUBCONTRACTOR				· · · · · · · · · · · · · · · · · · ·							
a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CO	DDE	c. COGNIZANT SECURITY	OFFICE (Name, Add	dress, and Zip Code)						
ACTUAL PEDECOMANCE											
	b. CAGE CO	DDE	c. COGNIZANT SECURITY	OFFICE (Name, Add	dress, and Zip Code)						
	N/A		Defense Security Service Field Office								
			PO Box 254036								
			Patrick AFB, FL 32925-0036	·							
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT											
Provide support for USSOCOM SOIO IN DR office – executi	on of GDIP relate	ed PPI	BS, POM, IPOM, and budgetar	y projection.							
10. THIS CONTRACT WILL REQUIRE ACCESS TO:	1.	IN PE	RFORMING THIS CONTRACT	, THE CONTRACT	OR WI						
a. COMMUNICATIONS SECURITY (COMSEC)	H	AVE A	CCESS TO CLASSIFIED INFORMA	ATION ONLY AT ANO	THER						
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b. RESTRICTED DATA											
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			E AND GENERATE CLASSIFIED I								
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g. NATO INFORMATION			EMPEST REQUIREMENTS	DECUIDEMENTS							
h. FOREIGN GOVERNMENT INFORMATION			PERATIONS SECURITY (OPSEC								
i. LIMITED DISSEMINATION INFORMATION			HORIZED TO USE THE DEFENSE								
j. FOR OFFICIAL USE ONLY INFORMATION WILL BE		OTHER (Specify) Requires SCI billets which will be acquired and approve by the USSOCOM SSO									
HANDLED IAW DOD 5400.7-R k. OTHER (Specify)		VY 110 000000 111 000									

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12. PUBLIC RELEASE. Any information (classif provided by the Industrial Security Manual or unless	it has been approved t	rtaining to thi	s contract shall not be ease by appropriate U Through (Specify)	e released for public dissemination .S. Government authority. Proposi	except as ed public
releases shall be submitted for approval prior to release	ase. Direct	X	Trillough (Specify)		
No public release by the contractor is authorized. All request Public Affairs Office prior to release.	s for public release will be	coordinated th	rough the USSOCOM de	esignated Contracting Officer and throug	h the USSOCOM
To the Directorate for Freedom of Information and Security R * In the case of non-DoD User Agencies, requests for disclos	ure shall be submitted to t	hat agency			
12 CECUDITY CHIDANCE The convity close if	estion quidance peeded	for this class	ified effort is identified	below. If any difficulty is encountered	in applying this
of the SSO.					
16. CERTIFICATION AND SIGNATURE. Security	requirements stated	herein are i	complete and adequ	ate for safeguarding the classific	ed information
to be released or generated under this classified	effort. All questions	s shall be re	ferred to the official	named below.	
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a. THEE NAME OF CERTIFICATION					
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d. ADDRESS (Include Zip Code)		17. REQU	RED DISTRIBUTION		
HQ USSOCOM/SOIO-BA	!	χа	CONTRACTOR		
7701 Tampa Point Blvd		ь	SUBCONTRACTOR		
·		X .	COGNIZANT SECURI	TY OFFICE FOR PRIME AND SUBCON	ITRACTOR
MacDill AFB, FL 33621-5323		ı ^   °			

e. SIGNATURE		D. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
	X	E. ADMINISTRATIVE CONTRACTING OFFICER
	X	F. OTHERS AS NECESSARY

DD FORM 254 (BACK), DEC 1999

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CONTRACT DATA REQUIREMENTS EIST	Form Approved OMB No. 0704-0188						
Public reporting burden for this collection of information is estimated to average 110 hours per refor reviewing instructions, searching existing data sources, gathering and maintaining the data reviewing the collection of information. Send comments regarding this burden or any other a information, including suggestions for reducing this burden, to Department of Defense, Washing Directorate for information Operations and Reports, 1215 Jefferson Davis Highway, Suite 12 4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188 Please DO NOT RETURN your form to either of these addresses. Send completed form to Contracting Office for the Contract/PR No. Listed in Block E.  A. CONTRACT LINE ITEM NO.  B. EXHIBIT  C. CATEGORY:  TDP  TM  OTHER X  OTHER X  D. SYSTEM/ITEM  E. CONTRACT/PR NO.  USZA22-02-D-0014/0019  F. CONTRACTOR  Sverdrup Technology  1.DATA ITEM NO.  2. TITLE OF DATA ITEM  3. SUBTITLE	esponse, in eeded, and spect of t ton Headq 04, Arling b, Washing o the Gov	ncluding d comple this colle uarters S ton, VA gton, DC vernment	ection of Services, 22202- 20503.	1			
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4. AUTHORITY (Data Acquisition Document No.)  DI-MISC-80750  SOW Para.3.1.1,  3.1.2, 3.2.1,  3.4.1	6. REQUIRING OFFICE SOIO						
7. DD 254 REQ 9. DIST STATEMENT 10. FREQUENCY 12. DATE OF FIRST SUBMISSION AS Required SOIO  As Required SOIO	RIBUTION						
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